Shreveport Regional Airport
Community Participation Plan (CPP)

1. Administration

The purpose of this CPP is to ensure that stakeholders or communities affected[1] by Shreveport Regional Airport (SHV), through the Shreveport Airport Authority (SAA) projects or operations can be informed and participate and have their input thoughtfully considered in the key stages during airport planning efforts, regardless of their race, color, national origin, sex, sexual orientation, gender identity, creed, age, or disability (hereafter, the "protected bases"). This plan is provided in accordance with Title VI of the Civil Rights Act of 1964 (Title VI) and related authorities.[2] This plan and associated reports regarding our CPP efforts will be communicated to the public in formats accessible to persons with disabilities and to limited English proficient (LEP) individuals.

The individuals primarily responsible for implementing the SHV CPP are:

Responsible Official	Title, Office, and Responsibilities
1. Lisa Clark	Manager of Planning and Development/Title VI Coordinator

Responsible officials' contact information is shared with the public through the following methods:

Website[3], In-person, and Other Communication Methods
1 https://www.flyshreveport.com/
2 In person-as appropriate

In addition, SHV will ensure that members of the public are advised of our nondiscrimination obligations. This includes how to file discrimination complaints with the Shreveport Airport Authority and the FAA. We will also conspicuously display the FAA-provided Unlawful Discrimination Posters at airport facilities. See Notice section of SHV's Title VI Plan.

---

[1] Within this CPP, the term "affected" also means *served*, in addition to *positively or negatively impacted*.

[2] Related authorities include the Age Discrimination Act of 1975; Sec. 520 of the Airport and Airway Improvement Act of 1982; and the Civil Rights Restoration Act of 1987.

SHV also makes this CPP available through the following methods when engaging members of the public concerning planning efforts:

Website[4], In-person, and Other Distribution Methods
1 https://www.flyshreveport.com/
2 Upon in-person request

2. Goals and Objectives

This CPP applies to all airport planning and decision-making efforts, whether or not directly supported by Federal assistance. This includes surveys, public meetings (e.g., airport commission meetings), and hearings, not only meetings for a project requiring an environmental impact statement (EIS) or environmental assessment (EA).

SHV's planning processes that lead to decisions for projects or operations or those of any sub-recipients are:

Planning Processes
1. **Terminal Modernization: planning and outreach-multiyear**
2. Air Traffic Control Relocation: planning and outreach-multiyear
3. Taxiway Alpha Rehabilitation: planning and outreach-multiyear

SAA seeks public input for the above processes through the following methods:

Public Input Methods	Planning Process(es) that use each Method
A. Request for input via website	# 1,2,3
B. Airport Authority Board Meetings	# 1,2,3

3. Identification of and Focused Outreach to Affected Communities

See Community Statistics section of SHV's Title VI Plan, for detailed discussion of Affected Communities.

The specific steps SHV will take to communicate with, inform, educate, consult or solicit input from, and expand opportunities for engagement with each Affected Community,[5] are provided below.

[5] "Affected communities" means any readily identifiable group impacted or potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

Affected Community	Key Community Reps. (CBOs, unions, leaders, etc.)[6]	Focused Outreach Steps
i. City of Shreveport	District council representative/business and community groups	a.Present information at City Council b.Engage with city planning commission/Public Affairs/Economic Development.
ii.Bossier City	Economic Development representative/business and community groups	a.Engage with City Chamber of Commmerce b.Engage with Community Development, Engineering and Public Affairs

4. Effective Communication

SHV will ensure that public engagement is effective, meaningful, and free of linguistic, economic, historical, and cultural barriers to participation. Every effort will be taken to ensure clear, plain, and effective communication with Affected Communities, including ensuring materials are in accessible formats for persons with disabilities and in languages other than English. See Limited English Proficiency (LEP) section of SHV's Title VI Plan.

5. Communication Platforms

Diverse communication platforms will be utilized to effectively reach the broadest audience. We will use the following platforms to communicate project details, our nondiscrimination obligations, and points of contact for the public to share project or operational feedback with our office and the FAA.

Social Media, Monitors, and Other Communication Platforms
1. Social media platforms, where applicable
2. Flight Information Displays (FIDS) where applicable
3. https://www.flyshreveport.com/

[6] Potential representatives include chamber of commerce, environmental advocacy groups, business leaders, and labor groups. There representatives should have a close association with the community, with particular emphasis on connection to racial and ethnic minority groups within the communities, including limited English proficient populations, as well as other constituencies historically underserved by transportation programs, such as low income populations, and others.

6. Records

This section includes the procedures SHV will follow to document outreach efforts. Records for steps taken to provide outreach to Affected Communities will be maintained in the following locations:

Website[7], In-person, and Other Storage Methods
1. Shreveport Airport Authority Administrative Office

Records will be kept for community input. The records will document how SHVconsidered, weighed, and incorporated input received. The records will include justifications for any decisions contrary to community feedback. The records will be stored in the following locations:

Website[8], In-person, and Other Storage Methods
1. Shreveport Airport Authority Administrative Office

Records for demographics of participants will also be kept. Requested demographic information will include race, national origin, sexual orientation, gender identity, creed, age, disability, languages spoken, and community membership.[9] Demographic information will be requested by the following methods:

Demographic Information Collection Methods
1. Voluntary disclosure by attendees on sign-in sheets
2. Event registration-whenever applicable

CPP records will be made available to the public using the same methods for other information outlined within this plan.

7. Reporting Outcomes

Within 30 days of the end of each fiscal year (FY),[10] SHV will create a CPP Report for the completed that current FY. The report will summarize efforts taken under this CPP in a narrative statement describing:

1. The specific steps taken to produce meaningful engagement with Affected Communities the completed-that FY,

---

[9] This information is solicited to demonstrate compliance with Title VI and related requirements. See 49 CFR § 21.9(b); 49 U.S.C. § 47123; 28 CFR § 42.406; and FAA Order 1400.11.

[10] The first report is required after the first complete fiscal year, after this plan is adopted. Information for activities during a partial year immediately following adoption of the plan will be included with the first full year's report.

2. The results of those efforts for the completed ~~that~~ FY, and
3. How the Affected Communities' comments and views are or will be incorporated into the decision-making process.

The CPP Reports will be included with the SHV's Title VI Plan.

Appendix 1

Title VI regulation require Federal grant recipients to know their community demographics. See 49 CFR § 21.9(b). By knowing this information, SHV will be able to identify, understand, and engage with communities. In doing so, SHV needs to know about communities eligible to be served, actually or potentially affected, benefited or burdened by SHV'S airport program.

Affected Communities[11]	Population
Shreveport	180,153
Bossier City	62,635

(Hereafter, the above communities will be referred to collectively as "the Affected Communities").

We have identified the following facts about the Affected Communities:

Low Income Communities[12].
A low-income area is an identifiable group of persons living in geographic proximity, whose median household income is at or below the Department of Health and Human Services poverty guidelines. Pursuant to Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," SHV is collecting information about affected and potentially affected low-income communities. According to U.S. Census S1701: Poverty Status in the Past 12 Months, the overall poverty level for the Shreveport-Bossier City area is 21.8%. The poverty rate remains high compared with the rest of the rest of the State of Louisiana (18.6%). The poverty rates for the specific Affected Communities are as follows:

Source: U.S. Census Report-S1701: Poverty Status in the Past 12 Months

Affected Communities	Poverty Rate
Shreveport	23.4%
Bossier City	20.1%

[11] "Affected communities" means any readily identifiable group potentially impacted by an airport project or operation, such as the community immediately surrounding a project or a community in the flight path.

[12] Low-income data must be collected to assist in our compliance with Environmental Justice requirements (not Title VI requirements). For example, this data will be utilized in our Community Participation Plan (CPP) to help ensure the meaningful involvement of low income communities in airport programs and activities.

Racial and Ethnic Communities.

Demographic data for race, color, and national origin was evaluated to identify racial and ethnic communities and populations in each Affected Community. The demographic composition by race, color, or national origin for the specific Affected Communities are as follows

Affected Community: Shreveport
Total Affected Community Population: 180,153

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	66,837	37.1%
Black or African American alone	101,967	56.6%
American Indian or Alaska Native	360	.2%
Asian alone	2882	1.6%
Native Hawaiian or Other Pacific Islander	180	5%
Hispanic or Latino (of any race)	5224	3.4%
Two or more races	6125	5%
Source: American Community Survey for Shreveport, Louisiana, 2020		

Affected Community: Bossier City
Total Affected Community Population: 62,635

Demographic Group within Affected Community	Number of People in Minority Group	Percent of Total Affected Community Population
White alone	38,082	60.8%
Black or African American alone	17,538	28%
American Indian or Alaska Native	251	.4%
Asian alone	1566	2.5%
Hispanic or Latina (of any race)	6389	10.2%
Two or more races	3883	6.2%
Source: American Community Survey for Bossier City, Louisiana, 2020		

Limited English Proficiency (LEP).

The goal of all language access planning and implementation is to ensure that SHV communicates effectively with limited English proficient (LEP) individuals. Effective language access requires self-assessment and planning. The next table lists non-English languages[13] that are spoken in LEP households in the Affected Communities. The data source is U.S. Census Bureau. "HOUSEHOLD LANGUAGE BY HOUSEHOLD LIMITED ENGLISH-SPEAKING STATUS." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table C16002, 2020) for Shreveport and Bossier City Table C16002, 2020.

.

The threshold we have used for identifying the languages with significant LEP populations is the DOT safe harbor threshold, which is 5% or 1,000, whichever is less.[14] The safe harbor for our community is 1000. Please refer to the end of this document to find data for all languages in our community.

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold	Number	Margin of Error
Spanish	5930	+/-297
French/Creole	1688	+/-84

Frequency of contact with LEP individuals at the airport and airport-related activities (all languages

Languages Spoken by LEP Persons	A few times a year (12 or less days a year)	Several times a month (13 to 51 days a year)	At least once a week (52 to 364 days a year)	Every day (365 days a year)
Spanish	X			
French/Creole	X			

Additional languages spoken by significant numbers of LEP persons in the Affected Communities, local schools, emergency service providers, and others, include:

Additional Languages Spoken
None

[13] Recommend using language groups from the U.S. Census, and using data for the "Speak English less than 'very well'" category for each language over the threshold.

[14] See the DOT LEP Policy Guidance at https://www.federalregister.gov/d/05-23972/p-133. The safe harbor provisions apply to the translation of written documents only; however, it provides a consistent starting point for identifying significant LEP populations.

This information is updated annually[15] through checking the following resources:

Data Sources for Languages Spoken in Affected Community	Website link to Data Source
U.S. Census Bureau	https://data.census.gov/cedsci/table?q=B16001&tid=ACSDT1Y2019.B16001
Louisiana.gov Demographics and Geography	https://www.louisiana.gov/demographics-and-geography/
Shreveport, Bossier City, LA Metro Area	https://www.censusreporter.org/profiles/31000US43340-shreveport-bossier-city-la-metro-area/

[15] Data should be kept up-to-date, but this plan does not need to be updated for incremental data changes during the Plan's 3-year period.

Beneficiary Diversity.

Demographic information is collected from airport customers, attendees at community meetings, and businesses seeking opportunities at the airport, through voluntary disclosures.

Description of Beneficiary Demographic Information Collection Methods

- The City of Shreveport conducts small business workshops and hold other public meetings, where participants may be asked to respond to surveys that include demographic information.
- Required information regarding demographic may also be obtained by the City of Shreveport Fair Share Business Diversity Department through its diversity inclusion efforts.

Staff and Advisory Board Diversity.

Demographic information is collected from airport program employees and members of planning and advisory boards, through voluntary disclosures.

Description of Employee and Advisory Board Demographic Information Collection Methods

- Demographic information is collected from staff during the onboarding process via the City of Shreveport Human Resources Department.
- The City of Shreveport appoints and collects demographic information during the confirmation of Authority Board members.

Appendix 2

In creating a Language Assistance Plan, the SAA will consider the volume, proportion, or frequency of contact with LEP persons in determining the appropriate language assistance to provide.

In Community Statistics section, we identified the following languages spoken by LEP persons in Affected Communities

Languages Spoken by LEP Population that Meet the Safe Harbor Threshold
Spanish
French/Creole

SHV also collects data for languages spoken by airport guests.[16] Data sources include:

Assistance requests to airport information desks	N/A

Based on the above data, the following additional languages have been identified as likely to be spoken by LEP airport guests: None

The Title VI Coordinator will also actively engage with community educators, community groups, places of work, business groups, social groups, and the like to confirm that translation and interpretation services are accurate and effective. Additionally, the Title VI Coordinator will inform leadership and staff of SHV of the responsibility to provide language access should it be required. We have made the following plans to provide translation services free of charge to ensure that individuals with LEP have access to the benefits of the airport:

Translation Services:

- All written notices contain a statement in the identified languages, when appropriate, of how to receive translated written materials.
- The following vendors have been identified for written translations: None

Translation Vendors	Languages
None	

[16] We aim to provide appropriate language assistance services to every LEP person encountered. This includes instances when LEP statistical data for a particular language was not available beforehand, or the safe harbor threshold for written translation was not met.

- Information regarding translation services can be obtained at:

Location for Translation Assistance	Languages
Airport information Desks	All above languages
Airport Police and Security Personnel	All above languages

Interpretation Services:

- The following vendors have been identified for interpretation services:

Interpretation Vendors	Languages
None	

- Information regarding interpretation services can be obtained at:

Location for Interpretation Assistance	Languages
None	

Description of Interpretation Assistance Processes

- **None**